



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** July 5, 2019  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

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**Human Resources**

- Vacant Positions
  - Fire Department
    - Two Lieutenants
    - One Fire Engineer
- Public Works
  - One Maintenance Crewman
- Currently advertising for Library Director – Library Director, Sandy Underwood’s last day will be July 25, 2019

**Public Works**

- Projects:
  - The contractor for the LC-17 project has been delayed by rain for the past week, but hopes to restart work this week. The project’s projected end date is now August, due to the recent rains, with 30 days allotted for punch-list completion.
  - Bids for the following projects were opened on July 2, 2019. After review and approval, they will be sent to the City Council.
    - 2019-05 - Blacksmith Lane & Wagon Spoke Sewer/Water Main Replacement
    - 2019-06 - Evers at Seneca Sidewalk Extension
    - 2019-07 - Forest Meadow Drainage Improvements – Raymond Rimkus Park
    - 2019-08 - Leon Valley Street Maintenance Year 2
  - The City Engineer has finalized the documents for the Grass Hill well plant generator. The bids were opened on June 11th and will now go to Council for approval on July 9th.
  - The City Engineer is finalizing the Huebner at Balky crosswalk bid documents. The bids will be ready to advertise this week.
  - Staff continues to meet with Waterworth software technicians to review water and sewer needs for capital planning purposes. We are in the process of creating an Infrastructure Capital Plan for the water and sewer system to be used for the next 20 years.
  - Staff is working on designs for the custom art proposed for the bus shelters at the library and the park.
  - Staff is working with CPS Energy and ChargePoint on a proposal to install electric vehicle charging stations at certain areas in the city. We expect to bring this idea to Council in August.

- Staff is working on the procedures for citizens to apply for the new rain barrel and xeriscaping rebate program. The program will give a \$40 water bill credit to people who install rain barrels at their residences and \$100 credit for people who install at least 200 square feet of xeriscaping, replacing the grass. The Plumbing Code is being revised to exempt rain barrels that are not connected to the City's water supply and are less than 400 gallons.
- Year 1 Street Maintenance Project is almost complete. The contractor and staff will perform a final walk through this week.
- Staff is working on a cost sharing project with Bexar County to replace a portion of the water main, and then mill and overlay El Verde Road, once the LC-17 construction has been completed.
- Preparing to enhance the crosswalk on Evers in front of the library. Thermoplastic signs will be placed in the street in both directions, rumble strips will be installed, and signage will be placed farther away from the crosswalk.
- Shade structures for the large playground at Raymond Rimkus Park were delayed by the contractor, but have finally arrived. They are being stored at Public Works until the contractor can perform the work to install them – this work will be performed after the 4th of July event at the park.
- The pool contractor is working out a schedule for water aerobics at the Forest Oaks pool. There will not be an instructor, but the citizens that wanted the class will self-instruct. We'll report out once we know what days and times.
- Constructing walking path at The Ridge at Leon Valley Park.
- Assisting with the 4th of July event in clearing out the drainage structures in and around the park.
- Continuing to cleaning out tributary between William Rancher and Samaritan roads, weather permitting.
- Continuing construction on pavilion at The Ridge at Leon Valley Park.
- Installing/replacing signs city-wide.
- Repairing sewer main on Rue Liliane.
- Creating water and sewer main replacement plan.
- Training
- The Maintenance Crew Leader is studying to become a Certified Playground Inspector and a Certified Pool Operator next week.
- Crew member will be taking Pest Control classes in order to obtain the license.
- Continuing Education classes for the Water Crew will be on July 24 to the 26th at Shavano Park.

## **Police Department**

Please see below information on police activity over the listed period. Have a great day!

- Arrest
  - 6-10-19 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 6-10-19 – Shadow Mist @ Grissom Rd. – Wanted Person – One arrested on active County warrant
  - 6-10-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 6-12-19 – 5600 Bandera Rd. – Theft/Wanted person – One arrested for Theft \$100-750 and active County warrant
  - 6-13-19 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 6-13-19 – 5900 Wurzbach Rd. – Wanted person – One arrested on active County warrant
  - 6-13-19 – 5300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 6-13-19 – 5600 Bandera Rd. – Public Intoxication – One arrested/released at Detox Unit
  - 6-13-19 – 5300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 6-13-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 6-13-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 6-14-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 6-14-19 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-15-19 – 7500 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-15-19 – 5300 Wurzbach Rd. – Wanted Person – One arrested on active County warrant
- 6-16-19 – 5600 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-17-19 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense and active county warrant
- 6-19-19 – 7400 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-19-19 – 5800 Bandera Rd. – Public Intoxication – One arrested/released at Detox Unit
- 6-20-19 – 7000 Bandera Rd. – Theft < \$100 – One arrested/cited/released
- 6-20-19 – 7400 Huebner Rd. – Suspicious person - One arrested for Possession of a Controlled Substance
- 6-20-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-20-19 – 5700 Stemmons - Traffic Stop – One cited/released – Vehicle Impounded
- 6-20-19 – 6300 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-21-19 – Grissom Rd @ Old Grissom Rd. – Crash – One arrested for Murder/Evading arrest (Injury)
- 6-21-19 – 6500 Pavona Ridge – Emergency Detention – One arrested/released at hospital
- 6-22-19 – 6400 Bally – Traffic Stop – One arrested for Possession of Marijuana < 2 oz. – Vehicle Impounded
- 6-23-19 – 5400 Caraway Bend – Graffiti – One arrested for offense
- 6-23-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
  - 6-10-19 – 6500 Red Bird Lane. – Violation of City Ordinance (Inoperable Vehicle)
  - 6-10-19 – 7700 Stebbins Dr. – Violation of City Ordinance (Inoperable Vehicle)
  - 6-10-19 – 5900 Wurzbach Rd. – Theft (information)
  - 6-10-19 – 5600 Bandera Rd. – Crash
  - 6-10-19 – 4700 Timco East – Graffiti
  - 6-10-19 – Bandera Rd. @ Grissom Rd. – Crash
  - 6-10-19 – 6300 Bandera Rd. – Crash
  - 6-11-19 – 6900 Bandera Rd. – Crash
  - 6-11-19 – 7400 Huebner Rd. – Crash
  - 6-11-19 – 5400 Bandera Rd. – Burglary/Vehicle
  - 6-11-19 – 5900 Bandera Rd. – Forgery
  - 6-11-19 – 6600 Pecan Acres – Found open door
  - 6-11-19 – 6500 Fruitwood – Violation of City Ordinance (Inoperable Vehicle)
  - 6-11-19 – 6500 Chaparral Ln. – Violation of City Ordinance (Inoperable Vehicle)
  - 6-11-19 – 7600 Stebbins Dr. – Violation of City Ordinance (Inoperable Vehicle)
  - 6-11-19 – 6700 Forest Dell – Violation of City Ordinance (Inoperable Vehicle)
  - 6-11-19 – 6700 Forest Grove – VCO (Inoperable Vehicle)
  - 6-11-19 – 6000 Forest Ridge – Alarm
  - 6-12-19 – 6700 Bandera Rd. – Alarm
  - 6-12-19 – 6300 Rue Marielyne – Assault
  - 6-12-19 – 6800 Bandera Rd. – Alarm
  - 6-12-19 – 6000 Bandera Rd. – Theft \$100-750
  - 6-12-19 – 7400 Ellerby Point – Theft/Vehicle
  - 6-13-19 – 6200 Bandera Rd. Crash
  - 6-13-19 – Bandera Rd. @ Seneca – Crash
  - 6-13-19 – 6900 Huebner Rd. – Crash
  - 6-13-19 – 6100 Bandera Rd. – Crash
  - 6-13-19 – 5600 Bandera RD. – Theft \$750- 2,500
  - 6-14-19 – 5600 Evers Rd. – Theft < \$100

- 6-14-19 – 5400 Bandera Rd. – Criminal Trespass
- 6-14-19 – 6100 Wurzbach Rd. – Alarm
- 6-14-19 – 7000 Bandera Rd. – Alarm
- 6-14-19 – 6500 Bandera Rd. – Theft
- 6-14-19 – 5900 Bandera Rd. – Crash
- 6-14-19 – 5900 Forest Ridge – Crash
- 6-14-19 – 5900 Bandera Rd. – Theft
- 6-15-19 – 5600 Evers Rd. – Assault/Bodily injury
- 6-15-19 – 5300 Wurzbach Rd. – Crash
- 6-15-19 – 6200 Grissom Rd. – Crash
- 6-15-19 – 7100 Bandera Rd. – Alarm
- 6-15-19 – 7000 Bandera Rd. – Alarm
- 6-15-19 – 5600 Bandera Rd. – Criminal Mischief
- 6-15-19 – 5300 Bandera Rd. – Alarm
- 6-15-19 – 7100 Bandera Rd. – Crash
- 6-15-19 – 5600 Bandera Rd. – Burglary/Vehicle
- 6-16-19 – 6400 Grissom Rd. – Alarm
- 6-16-19 – 5900 Bandera Rd. – Crash
- 6-16-19 – 7100 Bandera Rd. – Alarm
- 6-16-19 – 5300 Bandera Rd. – Alarm
- 6-17-19 – 6200 Grissom Rd. – Criminal Trespass
- 6-17-19 – 7100 Bandera Rd. – Crash
- 6-17-19 – 7000 Forest Grove – Missing person (runaway)
- 6-17-19 – 6000 Bandera RD. – Crash
- 6-17-19 – 7400 Huebner Rd. – Assault
- 6-18-19 – 6200 Grissom Rd. – Crash
- 6-18-19 – 6100 Rue Des Amis – Theft < \$100
- 6-18-19 – NW Loop 410 @ Bandera Rd. – Crash
- 6-18-19 – 6400 Bandera Rd. – Crash
- 6-18-19 – 7000 Evening Sun – Apparent Sudden Death
- 6-18-19 – 7000 Bandera Rd. – Crash
- 6-18-19 – 6100 Wurzbach Rd. – Crash
- 6-18-19 – 6300 Evers Rd. – Deadly Conduct
- 6-18-19 – 6600 Evers Rd. – Alarm
- 6-19-19 – 5400 Gristmill – Found open garage door
- 6-19-19 – 6300 Marielyne – Burglary/Vehicle
- 6-19-19 – 6900 Forest Way – Burglary/Habitation
- 6-19-19 – 6600 Pecan Acres – Found open door
- 6-19-19 – 5600 Bandera Rd. – Theft < \$100
- 6-19-19 – 6000 Bandera Rd. – Crash
- 6-20-19 – 5600 Evers RD. – Threats
- 6-20-19 – Bandera Rd. @ Huebner Rd. – Assault
- 6-20-19 – 6800 Bandera Rd. – Forgery
- 6-20-19 – 6400 Bandera Rd. – Crash
- 6-20-19 – 6900 Bandera Rd. – Criminal Trespass
- 6-20-19 – 6100 Forest View – Recovered Stolen Vehicle
- 6-20-19 – 5500 Bandera Rd. – Crash
- 6-20-19 – 4800 NW Loop 410 – Alarm
- 6-20-19 – 5400 Grissom Rd. – Alarm
- 6-21-19 – 6300 Bandera Rd. – Alarm
- 6-21-19 – 6300 Marielyne – Theft of a Vehicle

- 6-21-19 – 6000 Bandera Rd. – Theft < \$100
- 6-21-19 – 5600 NW Loop 410 – Burglary of a Vehicle
- 6-22-19 – 6000 Grissom Rd. – Animal Bite
- 6-22-19 – 6400 Bandera Rd. – Theft < \$100
- 6-23-19 – 5600 Evers Rd. – Threats
- 6-22-19 – 6800 Bandera Rd. – Alarm
- 6-22-19 – 5700 Bandera Rd. – Crash
- 6-22-19 – 6000 Bandera Rd. – Alarm
- 6-23-19 – 6100 Wurzbach Rd. – Alarm
- 6-23-19 – 5500 Timco West – Violation of City Ordinance (Parking violation)
- Traffic Citations - 120
- Warnings – 85
- Cases Filed by CID: Nine (9):
  - Four (4) Organized Crime cases (additional cases pending)
  - One (1) Theft \$100-\$750
  - One (1) Misdemeanor Assault
  - One (1) Credit Card Abuse
  - One (1) Fraudulent Use of Information
  - One (1) Failure to Identify
- CID Activity/Active Investigations
  - Detectives are actively working two (2) Sexual Assault of a Child cases (known suspect- family).
  - A 2016 sexual assault case is under investigation.
  - The investigation also continues in an ongoing organized crime case.
  - SAPD transferred to LVPD three sexual assault cases that are reported to have happened in our area of responsibility.
  - CID is working two hit and run accidents.
  - Investigation is ongoing of an Evading Arrest in Motor Vehicle Causing Death and Seriously Bodily Injury. Upgraded to Murder charge.
  - CID conducted a controlled delivery at 5600 Evers of a \$50,000 check from Iowa. The suspect was apprehended and \$5,000 in cash recovered from the suspects bank. USSS stated they and Mason Iowa P.D would take over case and file charges.
  - Marijuana plants seized from Leon Valley residence. Suspect identified pending investigation and criminal charges.
  - Twelve (12) statements were taken by detectives.
  - Ongoing meetings with the District Attorney’s Office.
  - Downloaded eight (8) videos for District Attorney’s Office
  - Thirteen (13) walk in complaints were handled
- Code Enforcement
  - (08) Junked/abandoned/illegal vehicles
  - (25) Grass/weed violations were handled
  - (02) Building violations/complaint
  - (08) Trash complaints
  - (40) Bandit signs
  - (06) Graffiti complaints
  - (03) Pool Violations
  - (01) Noise Complaints
  - (12) VCO letters sent out:
 

▪ 5700 El Verde	Junked Vehicle
▪ 5800 El Verde	Prohibited Construction
▪ 6700 Sunlight	Junked Vehicle
▪ 5700 El Verde	Junked Vehicle

- 6800 Twinspur Junked Vehicle
  - 7300 Linklea Prohibited Construction
  - 7600 Stebbins Over tree limbs
  - 7700 Stebbins Over tree limbs
  - 7000 Settlers Ridge Prohibited Construction
  - 6200 Locker Ln Junked Vehicle
  - 6000 Mike Nesmith Junked Vehicle
  - 6000 Cammie Way Vacant Lot
- Animal Control
  - (03) Missing pet calls
  - (02) At large dog calls
  - (01) Dead cat
  - (01) Dead deer
  - (02) Dead racoons
  - (03) Dead skunks
- Traffic Unit Reporting Period Activity:
  - Active traffic assignments include school zones before and after school neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln, Leon Valley Elementary, 6600 Bandera at the Walgreens, Bandera at Seneca, Evers Rd, and Linkwood.
  - Reporting Period Activity:
    - Moving Violations 40
    - Non-Moving Violations 23
    - Warnings 16
    - Vehicles Impounded 07
  - Traffic STEP Grant
    - Hours worked 14
    - Citations Issued 32
    - DWI Arrests 02
- Impound Lot
  - Vehicles Towed: 29
  - Traffic: 24
  - Arrest: 05
- Training
  - Code Enforcement Officer Rodriguez attended skeletal death investigation training (40 hours).
  - Code Enforcement Officer's Rodriguez and Barron attended illegal dumping training (24 hours).
  - Officer Breton attended a 40-hour investigator school at SAPD.
- Volunteer Activity
  - Several members of the department continue to support South Texas Special Olympics as board members and event coordinators.
  - Chief Salvaggio and Asst. Chief Saucedo continue to make meetings as board members of the Marshall Law and Medical Magnet School.

## **Fire Department**

- **Congratulations to Assistant Fire Chief Eric Burnside!** - Eric has been promoted to Assistant Fire Chief effective July 1<sup>st</sup>, 2019. AFC Burnside's attention to detail and follow-through have proven to be a great asset to our department. Burnside's continued education and progression in fire certifications have shown his dedication to the fire service and the City. AFC Burnside will be taking on a larger role in the administration and operations of our department. Please welcome him to this new position and thank him for his continued support. His hard work, experience and dedication are deserving of this promotion.

- **Successful Flag Day Ceremony (community service)** - Thank you to everyone who participated and attended the Flag Day Ceremony on Friday, June 14<sup>th</sup> to respectfully commemorate faded and worn flags that properly retired in honor. We appreciate the local American Legion Department of Texas 20th District, Walter Geraghty Commander Gold Brigade hosting this event with The Leon Valley Fire Department. Thank you to Cub Scout Pack 485 and the Webelos Scouts for assisting to retire the American Flags with Dignity, Honor and Respect. The flag ceremony is comprised of Unserviceable flags that have flown with honor and require to be honorably retired from life. The Ceremony for Disposal of Unserviceable Flags in the traditional triangular fold, the Cub Scout Pack 485 and the Webelos Scouts unfolded and placed flags in fire pit to completely burn to ashes with reverence and dignity, as the flag burns everyone shows their respect by saluting to the flag with public words of respectful and honorable rites. Please note going forward unserviceable flags will be accepted by the Veterans of Foreign Wars (VFW) and flags may be recycled through recycle companies. Please access [www.legion.org](http://www.legion.org) and [www.vfw.org](http://www.vfw.org) for additional information.
- **National Fire Protection Association Conference & Expo (training)** - Captain Eric Burnside attended the National Fire Protection Association (NFPA) Conference & Expo June 17-20, 2019 at Henry B. Gonzalez Convention Center. The NFPA Conference & Expo is the essential event for fire, electrical, and life safety professionals. It's an opportunity to learn more about the latest challenges around the world and the cutting-edge solutions to deal with them. Burnside had to opportunity to hear dozens of world-class speakers, visit with hundreds of exhibitors, share expertise with others, and connect with global network of colleagues all under one roof.
- **Fire Recovery USA Cost Recovery**– The Fire department has received an incident recovery total collection in the amount of **\$38,581.66** to date with 45 active runs, and 4 denials by insurance companies.
- **Ladder Training at John Marshall High School (training)** – The Leon Valley Fire Department proactively prepares for emergency life threatening situations. Ground ladders may be cumbersome so training is crucial towards efficiency of ladder utilization. Ground ladders are often used to extend to roofs to ventilate by cutting a hole in the top of the roof this releases the smoke and gases escape because heat and smoke rise. It makes it much easier for the firefighters in the building to see. It also reduces the possibilities of backdraft and flashover (high-voltage electric circuit made through the air between exposed conductors). There are 3 different sizes of ladders 10, 24, 36 feet that are utilized for different situations and Firefighters check ladders for any safety concerns towards operations. Therefore, various scenario ladder training is vital in a real-life situation by selecting the correct ladder.
- **“It’s Time For our Annual..... Project Cool! (community service)** - You can help reduce the risk of heat emergencies in Leon Valley by helping others stay cool during the hot summer months through the donation of 20-inch box fans. Seniors living in homes without air conditioning or circulating air face a greater risk of heat-related injuries and fatalities during the summer. Drop off any new unopened 20-inch box fan at the Leon Valley Fire Department. We provide a free fan distribution to the senior citizens in our community that may need help keeping cool this summer. If you need Leon Valley Stay Cool! assistance please call us at (210) 684-3219 and speak with Ms. Martin and she will be ecstatic to assist you. Thank you to the Leon Valley community to date we have received 10 donated fans.
- **Marshall Law and Medical Services Magnet School First Annual Freshman Symposium (community service)** - Marshall Law and Medical Services Magnet School is hosted their First Annual Freshman Symposium on Tuesday, June 25<sup>th</sup> from 8:30 a.m. - 11:30 a.m. They welcomed students to the campus and gave them an opportunity to meet their new classmates and participate in some fun team building activities. The Leon Valley Fire Department and Leon Valley Fire Police Department participated with emergency vehicles as well as Firefighter/Paramedics engaged with students.
- **Fire Station Education Tour (community service)** – Monday, June 17<sup>th</sup>, we had the pleasure of presenting a fire station tour to 30 kids and 20 adults. This provides a unique opportunity for the youth to meet firefighters and learn about what they do through a hands-on learning experience. The tour

included a presentation of the fire station, trucks including viewing a fire engine, ambulance, firefighting equipment, fire gear, emergency medical equipment and living quarters, as well as a short presentation concerning fire safety.

- **NISD EMS Committee (community service)** -The Leon Valley Fire Department has become a member of the NISD EMS committee. We will be working with NISD to develop their current EMS program and provide a resource to their students.
- **Leon Valley Historical Society (community service)** – The Leon Valley Fire Department hosted the successful Leon Valley Historical Society- Pioneer Firecracker 5K Fun Run/Walk Packet Pick Up from 10am- 4pm in our training room.

### **Community Development Department**

- **Zoning Commission**
  - The Zoning Commission held a regular meeting on Tuesday, May 28, 2019. The June 25, 2019, regular meeting was cancelled. The following items were considered at the May 28, 2019, meeting:
    - Discussion and feedback regarding the establishment of a PD, Planned Development Zoning District classification in Chapter 15, Zoning Ordinance of the City Code.
    - The next regular Zoning Commission meeting is tentatively scheduled for Tuesday, July 23, 2019. The following items are tentatively scheduled for consideration:
      - Establishment of a PD, Planned Development Zoning District in Chapter 15, Zoning Code, of the City of Leon Valley Code of Ordinances.
      - A request for a Specific Use Permit at 6128 Wurzbach Road for Entertainment Indoor.
      - A request for a Specific Use Permit for Outside Storage at 6645 Poss Road – Miracle Paint and Body Automotive.
      - A request for a Specific Use Permit for a Kennel at 6703 Poss Road.
- **Board Of Adjustment**
  - Staff has received a request for a variance at 6617 Evers Road. This request is currently on hold pending the outcome of the associated zone change and SUP for this property.
  - The Board of Adjustment is tentatively planning to hold a special meeting in early August to hold a training session for newly adopted variance criteria.
- **Plats**
  - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
  - Staff has received a replat of the property currently occupied by John Marshall High School. The purpose of the replat is to remove an existing easement that will facilitate the reconstruction of their library.
- **City Council**
  - The following Planning and Zoning Department Items are scheduled for consideration at the July 9, 2019 City Council meeting:
    - A request for approval of a replat for the John Marshall High School Subdivision.
    - A code amendment allowing certain permitting exemptions for rainwater harvesting systems.
- **Permitting and Records**
  - 82 Walk-in Customers
  - 128 Building Permits Issued/Processed (including trade permits)
  - Received 30 Certificate of Occupancy Applications
  - Issued 10 Certificates of Occupancy

## Economic Development

- Attended and made project funding request at Economic & Community Development Advisory Committee meeting - 6/17/2019
- Attended NW San Antonio Chamber of Commerce Luncheon – 6/19/2019
- Facilitated 2019 Business Audit team meeting - 06/18/2019, 06/25/2019, 07/02/2019
- Facilitated Grand Opening for 6501 Bandera – Halftime Cuts – 06/22/2019
- Facilitated Sign Code Update Advisory Committee Meeting – Cancelled due to lack of quorum - 06/24/2019
- Facilitated ONIT meeting – 06/26/2019
- Enforcement:
  - 6233 Evers – Letter – Notice of violation for abandoned roof sign
  - 7108 Bandera – Letter – Notice of violation for broken window
  - 7325 Reindeer Trail – Letter – Notice of violation for high weeds
  - 5407 Bandera #110 – Hobart Services – Correction of tax permit
  - 5630 Wurzbach - (Sonic) – Letter – Notice of violation for graffiti and high weeds
  - 4727 Timco W – Auto Works – Letter – Notice of violation for signage and graffiti
  - 6436 Bandera – VACANT LOT – Letter – Notice of violation for high weeds
  - 6875 Bandera – Fiesta Home Furniture – Verbal notice of violation for vehicle signs, streamers, and balloons
  - 6780 Bandera – Car Wash – Verbal notice of violation for unpermitted signage
  - 7098 Bandera – Tim’s Oriental Market – Letter – Notice of violation for weeds and graffiti
  - 5616 Bandera – Comfort Café – Letter – Notice of violation for abatement of pole sign
- Fire and Zoning Inspections:
  - 6206 Setting Sun – Lovingly Home LLC – Second inspection
  - 6510 Bandera – Tuxedo Brands
  - 5309 Wurzbach – San Antonio’s Slender Solution, LLC
  - 5504 Bandera #308 – Greenskapes
  - 6502 Bandera #207 – Clarence Franke Allstate
  - 5748 Evers #102 – Ace Cash Express
  - 6963 Bandera – AJ Shoes – **FAIL**
  - 5309 Wurzbach #200-1 – Lone Star Provider Care, LLC
  - 6613 Evers – 210 Tacos
  - 6346 Bandera – Shipley’s Donuts
  - 7334 Reindeer Trail – Shark Recovery
  - 6508 Bandera – Fit for You Nutrition
  - 5718 Wurzbach #B – La Borinquena Restaurant
  - 5601 Bandera #106 – Topaz Dentistry & Braces – **FAIL**
  - 6891 Bander – Cash America
  - 5707 Bandera – School of Science and Technology – **FAIL**
  - 5407 Bandera #109 – Mangone Auto Group
  - 6700 Huebner #101 – Planet Fitness – **FAIL**
  - 6812 Bandera #205A – 3D Realty and Property Management
  - 5504 Bandera #401 – United Erectors, LLC
  - 6729 Bandera – Kermed Pharmacy
  - 6939 Bandera – Office Furniture Sales
  - 5650 Grissom – Finley Apartments – Second inspection – **FAIL**
- Stop Work Orders:
  - None issued
- Economic Development Points of Contact
  - Val Velasquez – Designation Realty, LLC

- Businesses that Received Certificates of Occupancy
  - 6100 Bandera Road Ste. 410- Primerica
  - 6816 Huebner Road – Stepstone Credit
  - 6502 Bandera Road Ste. 110 – Immigration Complete
  - 5309 Wurzbach Road Ste. 100 1-2- San Antonio Slender Solution
  - 6100 Bandera Road Ste. 101 - Synergy Elite
  - 6502 Bandera Road Ste. 107 - Jovana Rehabilitation Medicine
  - 6502 Bandera Road Ste. 102 - Jovana Rehabilitation Medicine
  - 6510 Bandera Road - Tuxedo Brands
  - 5309 Bandera Road - Auto Hail Repair
  - 6206 Setting Sun- Lovinglyhome, Llc

### City Secretary

- Since the last report, the City Secretary’s Office has received 28 open record requests. The requests were for: permit information, Red Light Camera items, Staff/City Council emails, Staff training records, dash cam videos, body worn cam videos, police reports, accident reports, election records, EMS reports, and witness statements.
- Spent a lot of time gathering and printing documents responsive to open record requests.
- Prepared, posted and drafted City Council agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- **Set the Board of Adjustment up in MinuteTraq so now they are ready to go LIVE at their next meeting.**
- Meet with Bexar County Elections Department regarding new voting machines and Voting Centers. This is going to be brought to City Council for discussion and action in the very near future.
- Reviewed a speed hump petition that was submitted by Myra Whitlock for Forest Pine. Unfortunately the Petition did not meet the requirements.
- Building Maintenance:
  - Submitted workorder for loose floor tiles to be repaired; doors to be oiled; and window to be re-caulked.

### Library

- Grant of \$4,000 received by Friends of the LV Library to continue Yoga in the library through end of 2020 and to purchase materials related to yoga/meditation or for any of the group needs.
- Texas LEGO Users Group, San Antonio has committed to bringing a Space Display to the library on Saturday, September 7 and Sunday, September 8 during our operating hours. LEGO Corporate will be sending bricks for the kids to use in creating during the event.
- At 9 months into our fiscal year, the library has almost matched the circulation of materials of the entire last fiscal year. If trends continue, we anticipate increasing circulation this year by approximately 8,000 or 25%. This is physical materials only.
- For the month of June 2019 compared to June 2018:
  - Program attendance increased 54% (children and adult programming combined)
  - People entering the library increased 20%
  - Computer use increased 23%
  - While website reaches have dropped 41%, Facebook reaches have tripled!
- Upcoming big events at the library
  - Tuesday, July 9 at 10:30 am: Happy Tails Exotic Animals in the Conference Center.
  - Tuesday, July 16 from 2-3:30: Global Rocket Launch at Veteran’s Memorial Park. World Record setting event.
  - Saturday, July 20 at 10:30 am: Summer Reading Celebration Event.

- Saturday, July 26 from 2-3pm: Fortnite Dance Event with SMASH at the Conference Center. Geared to kids aged 6-12.
- Saturday, September 7 from 10am – 2pm and Sunday, September 8 from 2pm to 6pm: Texas LEGO Users Group San Antonio Space Display at library with LEGO Building sponsored by LEGO Corporate.

### **Upcoming Events:**

- Special City Council Meeting begins at 5:30 p.m. on Tuesday, July 09, 2019.
- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, July 16, 2019.
- Next Special City Council Meeting Wednesday, July 17, 2019, at 5:30 p.m.
- Coffee with the Mayor and City Council, Saturday, July 20, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Grandparent's Day Concert featuring Beethoven Concert Band - Sunday, September 8th, 2019, Time: TBA
- Soap Box Derby, Saturday, October 12, 2019, from 8:00 a.m. until 5:00 p.m. on Evers Road and the Leon Valley Community and Conference Centers.
- Halloween Party October 26, 2019, at the Leon Valley Community Center and Leon Valley Library from 9:00 a.m. to 2:00 p.m. Events are as followed: 9:00 a.m. -12:00 p.m. Arbor Day Tree Adoption on the Community Center Porch, 9:00 a.m. - 2:00 p.m. Trash to Treasure Sale at the Community Center by Northwest Seniors, 10:00 a.m. - 11:00 a.m. Pet Costume Contest on the Grass area in front of the Community Center, 10:00 a.m. - 12:00 p.m. Library Halloween Fall Festival.
- Coffee with the Mayor and City Council, Saturday, October 19, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Annual Christmas Tree Lighting December 2, 2019, at 5:30 p.m. at the Leon Valley Conference Center.
- Annual Breakfast with Santa on December 7, 2019, at the Community Center Sponsored by the Friends of the Leon Valley Public Library and the Leon Valley Public Library from 8:00 a.m. - 10:30 a.m.
- Library Summer Reading Special Events:
  - Tuesday, July 9, 2019, at 10:30 a.m. – Happy Tails Exotic Animal Show in the Conference Center.
  - Global Rocket Launch World Record Breaking Event, Tuesday, July 16, 2019, from 2:00 p.m. to 3:30 p.m., at Veterans Memorial Park (green outside the library)
  - Wednesday, July 17 at 10:30 am: Magical Fun and Dental Health. (magician dentist!).
  - Saturday, July 20 at 10:30 am: Summer Reading Wrap Up Event.
  - Fortnite Dance Event, (learn Fortnite dances from SMASH) Friday, July 26, 2019, from 2:00 p.m. to 3:00 p.m., at the Leon Valley Conference Center
  - Summer Reading Wrap Up Event, Saturday, July 20, 2019, at 10:30 a.m., at the Leon Valley Public Library.
  - Fortnite Dance Event, (learn Fortnite dances from SMASH) Friday, July 26, 2019, from 2:00 p.m. to 3:00 p.m., at the Leon Valley Conference Center
  - Texas LEGO Users Group San Antonio “Space Display” with LEGO Building sponsored by LEGO Corporate, Saturday, September 7, 2019, from 10:00 a.m. – 2:00 p.m.; and Sunday, September 8, 2019, from 2:00 p.m. – 6:00 p.m. at the Leon Valley Public Library.
- Committee Meetings:
  - Sign Code Advisory Committee will be held on July 8, 2019 at 6:30 p.m. at City Hall.
  - The Citizen Police Advisory Committee will be held at 6:00 p.m. on July 17, 2019, at City Hall.
  - Park Commission Meeting CANCELED for July 11, 2019.
  - Library Borad of Trustees Meeting CANCELED for July 11, 2019.
  - The next regular Zoning Commission meeting is tentatively scheduled for Tuesday, July 23, 2019
  - The Earthwise Living Committee will be taking a summer break and return September 11th, 2019.